|  |  |
| --- | --- |
| **Job title:** | Activity Worker |
| **Responsible to:** | Registered Manager |
| **Holiday/Sickness Relief:** | Day Centre Staff (where applicable) |

**Purpose of the Job**

* To promote and work within our values:



* To develop and plan care home activities, whilst considering the needs of the Residents.
* To encourage participation and support the Residents hobbies and interests.
* To work within our Code of Conduct / Behaviour Charter.

**Specific Duties & Responsibilities**

* To be aware of and work within charity policies and procedures ensuring that all relevant legislation is implemented.
* To plan and carry out a variety of activities within the care home, whilst considering the Residents interests, needs, abilities and preferences.
* To build good relationships with employees and relatives to gather information about Residents and their preferences.
* To plan and organise trips and outings to local attractions or community events.
* To promote and publicise all Sheffcare services.
* To ensure all equipment and materials are transported and available for Residents, including setting up as necessary.
* To advise the Registered Manager in changing existing services and on the introduction of new services, assisting with the planning and carrying out of these services.
* To be aware of individuals needs having regard for their intellectual, social, emotional, physical and spiritual needs, considering Residents’ cultural and ethnic background.
* To promote daily living skills with Residents.
* To assist and collaborate with catering staff to ensure individual dietary needs are met.
* To attend and fully participate in training as required by the charity, including completing the staff induction programme.
* To assist in buddying new staff.
* To participate flexibly in rotas and routines as required by the charity.
* To participate in meetings, reviews, staff development and 1:1s as required within charity policies.
* To record information as deemed necessary by the charity through our recording systems (PCS).
* To perform any other task that fit your role.
* To complete any other reasonable request made by a member of the management team.

**Person Specification**

* Be patient and adaptable to change
* Be creative, innovative and resourceful
* Have excellent observation skills
* Be able to build trust and report
* Be non-judgmental
* Have good time management and organisational skills
* Be willing to learn and develop
* Be approachable and be able to connect and empathise

**This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.**

***I confirm I have received a copy of this job description***

***Name:***

***Signature:***

***Date:***